

Electronic Voting System Voting Facilitator Procedures

Three Weeks Before Town Meeting Begins

The Voting facilitator prepares the roster of names of Town Meeting using names obtained from the Town Clerk or from the web and indicates the vacancies in each precinct. The roster is an Excel file which contains a total of 216 entries, one for each Town Meeting Member, in order by precinct number.

The Voting Facilitator sends the roster to the Voting Administrator and to the Keypad Administrator.

Two Weeks Before Town Meeting Begins

The Voting Facilitator obtains an electronic file from the Assistant Town Manger (or from the CFO) of all main motions that will be made at Town Meeting including the line item amounts for department budgets and for capital appropriation items.. The Voting Facilitator prepares an Excel file with titles for all motions (and motion line items) and indicates the percent of Yes votes required for a motion to pass. The Voting Facilitator requests the Moderator to verify the indicated percent of Yes votes required and then the Voting Facilitator emails this file to the Voting Administrator. The Voting Administrator will use the motion titles and percent of Yes votes required for a motion to pass to prepare voting presentation slides.

The Voting Administrator sends a copy of the Motion Information Form and the list of motion titles to each sponsor of an article for the sponsor to use when making the motion at Town Meeting. The Form indicates the date, the article number, the name and signature of the Town Meeting Member. It also indicates the title of the motion (which will be displayed on the screen by the Voting Administrator when an electronic vote is taken), and the percent of Yes votes needed for the motion to pass.

The sponsor may give the completed Motion Information Form to the Moderator before the start of a session of Town Meeting so that the Moderator will have a typed copy of the main motion.

The Voting Facilitator lists on a Vacancy and Resignations Form the keypad numbers for each Vacant entry in the Town Meeting Member roster. This form may be used by the Town Clerk when a vacancy is filled by an election of a new Town Meeting Member by precinct members to indicate the name of the new Town Meeting Member.

The Voting Facilitator notifies the Keypad Administrator of the names of new Town Meeting Members so the Keypad Administrator can write the name of the new Town Meeting Members on the assigned keypads and give a keypad to the new Town Meeting Members. The Voting Administrator may make new labels for keypads assigned to the new Town Meeting Members.

At the First Session of Town Meeting

At the first session of a Town Meeting the Moderator recognizes the Voting Facilitator, a member of the Rules Committee, who will make the following motion:

I move that the Moderator **may** use an Electronic Tally and Display System to count votes whenever he/she determines that it would be appropriate. The Rules Committee recommends that the system be used when a counted vote is taken.

The Moderator then asks for a hand vote on this question. If this vote passes the Electronic Tally and Display System **may** then be used to count votes during any session of this Town Meeting.

During Town Meeting

When a Town Meeting Member makes an amendment to a main motion or a resolution, the Moderator asks that the Town Meeting Member to provide the motion or resolution in writing. The Town Meeting member may use a Motion Information Form.

When an electronic vote is taken and when the voting period is over, the Voting Facilitator collects any paper ballots used by Town Meeting Members sitting in the front row of Section 4, counts the totals, and records the total of the votes on the Vote Adjustment Report (which contains the motion number). The Voting Administrator gives the Vote Adjustment Report to the Moderator.

If a Town Member may raises a “Point of Order” when vote are displayed but before the Moderator announces the vote totals, the Voting Facilitator investigates why the Town Meeting Member’s vote was not recorded and may ask the Town Meeting Member to complete a Vote Correction form which is then given to the Moderator. The Moderator may ask the Voting Administrator to verify that the vote was not recorded.

When a Town Meeting Member is elected by precinct members to fill a vacancy or when a Town Meeting Member resigns, the Town Clerk completes a Vacancy and Resignations Form and gives it to the Voting Facilitator. The Voting Facilitator then gives the form to the Voting Administrator so he can enter new names into the roster or change a name to Vacant on a resignation. The Voting Facilitator also notifies the Keypad Administrator of the names of the new Town Meeting Members.

After Each Town Meeting Session

The Voting Facilitator insures that a flash drive with the formatted Excel file report of votes taken during the Town Meeting session has been created and given to the Town Clerk. The Town Clerk copies the file to a Town Computer and emails it to the webmaster so it can be posted on the web.